



NAPAHE Annual Business Meeting

Mar 6, 2022 at 8:15 AM PT to Mar 6, 2022 at 8:45 AM PT

Marriott Marquis San Diego Marina: San Diego Ballroom A/B/C, Lobby Level

Agenda

I. Call to Order

Presenter: Don-Terry Veal

II. Consent Agenda

Presenter: Don-Terry Veal

- Approval of Minutes of March 11, 2021
- Proposed New Board Members
- Re-Election of Board Members to a Second Term
- Election of Officers

MOVED, that the NAPAHE membership accept the consent agenda as presented.

III. Chair's Report

Presenter: Don-Terry Veal

Recognition of NAPAHE Board Members
Recognition of Outgoing Board Members
Recognition of Grant Recipients

IV. Treasurer's Report

Presenter: Stephanie Johnston

MOVED, that the NAPAHE membership approve the mid-year budget as presented.

V. Professional Development Report

Presenter: Melissa Maszszak

VI. Passing of the Gavel and Remarks

Presenters: Don-Terry Veal, Diane Fornieri

VII. New Business

Presenter: Diane Fornieri

VIII. Announcements

Presenter: Diane Fornieri

IX. Adjournment

Presenter: Diane Fornieri



National Association of Presidential Assistants
in Higher Education

Annual Business Meeting
Accelevents Virtual Platform
March 11, 2021
1:45 p.m. to 2:30 p.m. (CST)

Minutes

Attending Board Members: Kai Swanson (Chair), Don-Terry Veal (Vice Chair), Barbara Sandoval (Past Chair), Stephanie Johnston (Treasurer), Diane Fornieri (Auditor), Steve Frieder, Pam Higham, Mike Johnson, Jon Kusckar, Melissa Maszczak, Michael Sass, Asma Raouf, Stefani Schuette, Lisa Smith, Claire Smith, Cheryl Yuzwa, Candace Dodson-Reed, Heather Fehn (Honorary), and Penny Perdue (Honorary)

Absent Board Members: Brian Shook, Will Ferbos, Leshia Claudio, and Michelle Mulhern

Executive Director: Brittny Daubenheyer

Chair Swanson called the meeting to order at 1:45 p.m. CST

Consent Agenda Items – Approval of:

- **2021 Slate of Candidates for Board Membership**
 - Candace Dodson-Reed
 - Pam Higham

- **2021 Slate of Officers**
 - Chair: Don-Terry Veal
 - Chair-Elect: Diane Fornieri
 - Secretary: Brian Shook
 - Treasurer: Stephanie Johnston
 - Past Chair: Kai Swanson

MOTION to approve the consent agenda by Mark Lanier, University of North Carolina Wilmington

SECONDED by Peyton (Tudy) Moncure, University of Maryland, College Park
Unanimous approval

Chair's Report

Chair Swanson recognizes platinum-level sponsor, AGB OnBoard, and introduces the 2020-2021 NAPAHE Board of Directors and thanks the board for their work. Outgoing board member,

Bobbi Nelson, is acknowledged and thanked for her contributions to the board. Chair Swanson then recognizes gold conference sponsors, The California State University System and the University of Houston, as well as corporate gold sponsor, Board Effect.

An award and thank you is presented to Past Chair, Barbara Sandoval, for her board leadership and an award and thank you is presented to Conference Planning Chair, Stefani Schuette, for her hard work on the successful conference. 2021 Conference Grant Recipient, Kathleen Haerberle, is acknowledged as are the FY21 Membership Grant Recipients, Tudy Moncure and Larisa Pfeiffer. Chair Swanson then recognizes bronze sponsors, Page and The College of New Jersey.

Business / Action Items

I. Revision of the By-Laws

The NAPAHE Board of Directors recommends inserting the following statement to the bylaws under Article III, Section 1a between sentences three and four: “Exceptions may be made in certain circumstances as determined by the NAPAHE Board of Directors to allow current board members to serve for the remainder of their board service should their position change.”

A second recommended change falls under Article IV, Section 3, sentence three. The NAPAHE Board of Directors recommends the word “immediate” be deleted. The revised sentence would read: “Any member of the Board who has served a full term and has participated fully and engaged in board duties, shall be eligible for re-election to a second term.”

**MOTION to approve the revision to the bylaws as presented by Asma Raouf
SECONDED by Stephanie Johnston and Mike Johnson
Unanimous approval**

II: Second-Term Board Members

The NAPAHE Board of Directors, with the recommendation of the Nominating Committee, proposes the re-election of **three** Board members:

- Mike Johnson
- Stefani Scheutte
- Kai Swanson

**MOTION to approve the recommended board members for a second-term by Asma Raouf and Heather Fehn
SECONDED by Mark Lanier, University of North Carolina Wilmington
Unanimous approval**

Before moving to the Treasurer’s Report, Chair Swanson thanks the 2021 Double NAPAHE Sponsors: Allegheny College and Georgia Tech.

Treasurer's Report

Treasurer Johnston reports a checking account balance of \$134,578 and an investment balance of \$123,088 as of January 31, 2021. She cites a 11.85% growth in NAPAHE's investment account from December 2019 to December 2020.

Treasurer Johnston reviews that sponsorships are down this year due not only to the pandemic but also to the virtual nature of the conference and that membership renewals are down 32% YTD. She highlights that estimated conference expenses are in line with what was budgeted, and though conference expenses are not yet finalized, NAPAHE does expect to make a conference profit of more than \$5,000 this year. However, Treasurer Johnston reports that NAPAHE may still end FY21 with an unbalanced budget due to the continued economic downturn caused by the global pandemic.

MOTION to approve the mid-year budget as presented by Diane Fornieri
SECONDED by Tanya White, Norfolk State University and Monica Huffman,
University of Central Missouri
Unanimous approval

Before introducing Asma Raouf to give the professional development report, Chair Swanson thanks the 2021 NAPAHE Sponsors: Augustana College, Molloy College, Thomas Edison State University, and Western Washington University.

Professional Development Report

Chair Raouf overviews the offerings of the professional development committee this past year to include 3 webinars, 15 summer virtual roundtables, and an online symposium. She also previews upcoming Spring 2021 virtual roundtables and the launch of a pilot peer mentoring program.

Passing of the Gavel

At the conclusion of the professional development report, Chair Swanson thanks all the sponsors from last year's cancelled conference, then he passes the gavel to incoming Chair, Don-Terry Veal. Chair Veal presents an award and thank you to Kai Swanson for his leadership as 2020-2021 Chair of the NAPAHE Board of Directors.

Adjournment

With no new business to discuss, Chair Veal entertains a motion to adjourn.

MOTION to adjourn the 2021 NAPAHE Annual Business Meeting by Kai Swanson
SECONDED by Asma Raouf
Unanimous approval

Chair Veal adjourned the meeting at 2:27 p.m. CST.

Submitted by Brittny Daubenheyer, Executive Director, NAPAHE



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New Board Members

The slate of candidates for board membership proposed by the Nominating Committee and recommended by the Board of Directors includes:

Lynette Arner, The Ohio State University

Larisa Pfeiffer, College of Southern Maryland

Jana Seutter, St. Ambrose University (IA)



Lynette Arner

Executive Assistant, Office of the President

The Ohio State University

Lynette is the Executive Assistant in the Office of the President at The Ohio State University. She has over 25 years in supporting senior leadership in higher education including serving as the executive assistant to three presidents at The College of Wooster. Her career journey has led her to supporting various vice presidents, deans and directors at the University of Akron, Ashland University, the College of Wooster, and The Ohio State

University. Her journey has allowed her to garner experience with institutions that are public private, the liberal arts and now a public, land-grant, research institution.

In addition to her educational background in communications/public relations, she thrives on professional development training in leadership and business excellence through courses at The Ohio State University, Yale University, the University of Michigan, and the Disney Institute. She is a volunteer with the Ronald McDonald House Charities of Central Ohio and is a Wish Granter with Make-A-Wish America.



Larisa Pfeiffer
Chief of Staff, Office of the President
College of Southern Maryland

Prior to serving as the College of Southern Maryland’s (CSM) Chief of Staff, Larisa spent four years as the institution’s lead community engagement coordinator and five years as the college’s business and information technology coordinator. She has also served as an adjunct professor of Communication. Ms. Pfeiffer holds an associate degree in Arts and Sciences from CSM; a bachelor’s degree in Business from the University of Maryland; a master’s in Communication from Southern New Hampshire University; and is currently a doctoral candidate of the Community College Leadership program at Ferris State University with a highly anticipated graduation date of May, 2022.

Larisa holds the following leadership philosophy as core to her work: I understand that this journey isn’t about me – it’s about how I can help others. I am committed to

creating higher education opportunities that enhance the lives of others – students, employees, and community members. I will do this through a relentless pursuit of creating vision, acquiring and sharing knowledge, seeing and encouraging others, honest self-reflection, and breaking down walls to ensure that quality and innovative community college systems remain accessible, affordable, and viable in order to meet the needs of all people.”



Jana Seutter
Senior Assistant, Office of the President
St. Ambrose University (IA)

Jana Seutter is senior assistant to President Amy Novak at St. Ambrose University in Davenport Iowa. Jana has served in this capacity since 2018, initially working for President Emerita Joan Lescinski, CSJ. In addition to her experience in the president’s office, Jana also held positions in the St. Ambrose Provost’s office and in the School of Education.

Originally from St. Louis, Missouri, Jana attended and received her undergraduate degree from the University of Missouri-Columbia and, recently, her MBA from St. Ambrose University. She is active in her church community and in a local Royal Neighbors of America Community Chapter, which is a philanthropic organization focused on addressing the needs of her community.

Re-Election of Board Membership to a Second Term

The re-election of board membership to a second-term proposed by the Nominating Committee and recommended by the Board of Directors, includes:

Melissa Maszczak, Thomas Edison State University (NJ)

Asma Raouf, Northeastern Illinois University

Don-Terry Veal, Morgan State University (MD)

Cheryl Yuzwa, St. Thomas More College (Canada)

Slate of Board Officers

The 2022-2023 slate of officers proposed by the Nominating Committee and recommended by the Board of Directors, includes:

Chair: Diane Fornieri, Molloy College (NY)

Chair-Elect: Michael Johnson, University of Houston

Secretary: Lisa Smith, University of Maine Presque Isle

Treasurer: Claire Smith, Trinity University (TX)

Past Chair: Don-Terry Veal, Morgan State University (MD)



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A Special Thank You to the 2021-2022 NAPAHE Board of Directors

- Kai Swanson
- Diane Fornieri
- Stephanie Johnston
- Brian Shook
- Lisa Smith
- Barbara Sandoval
- Michael Johnson
- Asma Raouf
- Cheryl Yuzwa
- Steve Frieder
- Michelle Mulhern
- Stefani Schuette
- Will Ferbos
- Melissa Maszczak
- Claire Smith
- Jon Kucskar
- Michael Sass
- Pam Higham
- Candace Dodson-Reed
- Heather Fehn (honorary)
- Penny Perdue (honorary)
- Marc Schaeffer (honorary)
- And, our Executive Director, Brittney Daubenheyer

Recognition of Board Leadership

Kai Swanson, Past Chair

Lisa Smith, Conference Planning Chair

Recognition of Outgoing Board Members

Will Ferbos

Michelle Mulhern

Barbara Sandoval

Recognition of Grant Recipients

Sheyonn Baker, Hollins University (VA)

Christine Kanawada, Albany College of Pharmacy and Health Sciences (NY)

Organization Budget <i>As of 1/31/2022</i>	Budgeted 2021-2022	Actual	2021 Conference Budget <i>As of 1/31/2021</i>	Actual
Income			Income	
Dues (80% of dues collected from FY21)	\$ 46,455.00	\$43,592.00		
Ticket fees (Optional Activity)	\$ 1,250.00	\$ 114.00	Ticket Fees (Optional Activity)	\$ 114.00
Sponsorships	\$ 37,500.00	\$36,367.00	Sponsorships	\$ 36,367.00
Conference Registration Profit	\$ 15,295.00	\$ -		
Total Income	\$100,500.00	\$80,073.00	Conference Income to Date	\$ 36,481.00
Expenses				
Management Services	\$ 47,030.00	\$26,761.93		
ACE Membership Dues	\$ 3,429.00	\$ 3,429.00		
Non-Profit Status Filing	\$ 350.00	\$ 188.00		
Accountant Fees (taxes)	\$ 1,875.00	\$ 1,750.00		
Insurance	\$ 2,000.00	\$ 1,925.00		
Membership (HE Directory)	\$ 1,450.00	\$ 5,078.07		
Administrative Travel Expenses	\$ 3,000.00	\$ 61.40		
Board Mtg Catering/Room	\$ 2,000.00	\$ -		
Technology (website, portal, social media)	\$ 11,066.00	\$ 8,843.01		
Admin Business Expenses	\$ 6,300.00	\$ 3,357.31		
Grants for Conference	\$ 2,000.00	\$ -		
NAPAHE Budgeted 2022 Conference Expenses	\$ 20,000.00	\$ 388.00	2022 Conference Expenses to Date	
			Photographer Deposit	\$ 350.00
			Optional Activity Ticket Give-Away	\$ 38.00
				\$ 388.00
Total Expenses	\$100,500.00	\$51,781.72		
Income-Expenses	\$ -	\$28,291.28	Registration Income- Expenses to Date	\$ 36,093.00
Beginning Checking Balance- 7/01/2021	\$162,455.66			
Checking Balance-01/31/2022	\$164,798.47			
Investment Balance-01/31/2022	\$168,685.66			